

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE CALTRANS LANDSCAPE MAINTENANCE WORKER	DISTRICT/DIVISION/OFFICE DISTRICT 6/MTCE/ SR/ Bakersfield Landscape	
WORKING TITLE Caltrans Landscape Maintenance Worker	POSITION NUMBER 906-610-6297-	EFFECTIVE 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Supervisor and lead worker(s), Incumbent will perform miscellaneous landscape activities required for highway plantings and irrigation systems maintenance as well as emergency incidents. In addition, incumbent will operate and service motor vehicles and other equipment based on maintenance equipment levels for the classification. Incumbent will operate power and/or hand tools. Incumbent performs manual labor in the repair, maintenance, and improvement of highways. Duties may also include assisting in maintenance along with storm water related activities in support of the Department's Storm Water Pollution Prevention Program. Job may require heavy manual labor including routinely lifting 50 lbs. or more. Must adhere to all safety rules and regulations at all times. Work will usually be Monday through Friday, 7:00 AM to 3:30 PM with the possibility of changes during summer months as determined by Region. To help the department with scheduling, incumbents may be asked to work alternate work shift; such as but not limited to 9/80, 4/10, or night work based on crew assignment. Will be loaned to other crews. Primary assignment in Landscape Crew.

TYPICAL DUTIES:

Essential (E) ¹		Job Description
Percentage	Marginal (M) ²	
40%	(E)	Vegetation control (chemical spraying, brush and weed clearing requiring hand tools, may use chain saws, string trimmers and similar equipment). Repairing, maintaining, and upgrading irrigation systems. Graffiti and litter removal, various support activities, including but not limited to; Special Programs Personnel (including volunteers, parolees, probationers and/or inmates), setting lane closures, shoulder closures and flagging traffic.
35%	(E)	The incumbent shall be responsible for the Maintenance Station custodial work. Operation of motor vehicles and other motorized equipment that would require a Class 'C' license. Assist in highway maintenance work including Concrete and asphalt pavement repair; shoveling/ leveling material, loading material on trucks. Roadside maintenance, including; replacing signs, markers, fence repair, guardrail repair, culvert cleaning, and

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carcass removal. Will also perform a variety of activities in support of the Department's Storm Water Pollution Prevention Program.

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| 15% | (E) | Support the Department's training goals: Attend trade specific training to remain current with landscape/highway maintenance and equipment strategies. Attend safety and policy compliance training as required. |
| 10% | (M) | Occasionally assist lead worker with office related duties. May be loaned to other crews, areas, or divisions for operational need and may participate in Special Programs relating to Storm Water and Special Events. |

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

² MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The following licenses and/or certifications are MINIMUM QUALIFICATIONS for this classification:

- Valid Driver's License
- The incumbent must be able to follow verbal and written direction; safely operate; vehicles, machinery, power-tools and hand-tools used in highway maintenance.
- Must have the ability to learn to perform miscellaneous landscape and highway maintenance work.
- Must have the ability to learn irrigation control systems and troubleshoot minor irrigation issues
- Must be able to work well with others.
- Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles and traffic regulations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Work assignments and instructions are provided. Most decisions are made at a higher level.

The most serious consequences could cause serious accidents or injury to self, co-workers or the traveling public if a poor attitude towards safety is exhibited.

When confronted with emergency situations, the Landscape Maintenance Worker's judgement should consider the protection of lives, the environment and property.

PUBLIC AND INTERNAL CONTACTS

Contacts are usually limited to co-workers and the supervisor. Other internal contacts are those who work within the same Maintenance Station and management within the chain of command.

Rarely, the incumbent will have contact with California Highway Patrol representatives, other government agency representatives and members of the public.

Incumbent will observe the chain of command to keep the supervisor apprised of all matters.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear provided safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to routinely move heavy objects weighing up to fifty pounds or more, stand, sit, drive or operate equipment for prolonged periods, bending, stooping, and or kneeling. The incumbent will have to walk on uneven surfaces, climb slopes, and ladders.

Must be able to maintain cooperative working relationships.

Must be able to maintain a calm composure when encountering confrontational/difficult persons or emotionally charged situations.

WORK ENVIRONMENT

The work is physically demanding and requires stamina. In addition, the job will require incumbent to work on or near roadways with a high volume of vehicular traffic.

Will be required to operate, work with and around heavy equipment, heavy and/or sharp power-tools and hand-tools.

Incumbent utilizes chemicals such as herbicides to control vegetation and lubricants to perform routine maintenance of vehicles/machinery.

Incumbent can expect to be outside virtually 100% of the time in all types of weather and environmental conditions, including; Confined Spaces which are commonly dirty, wet and have little to no lighting and in Illegal encampments which are prone to; rodent infestation, biological wastes and illicit drug paraphernalia.

Incumbent will be required to work irregular shifts, including weekends, nights, holidays and in emergency situations. The incumbent will be expected answer calls after normal working hours to respond to unforeseen conditions needing immediate attention or emergencies. Work-shift changes may occur due to workload or weather related circumstances.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

EMPLOYEE (print)

EMPLOYEE (signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (print)

Jason Asistin

SUPERVISOR (signature)

DATE